CLASS TITLE: EPIDEMIOLOGIST I

CHARACTERISTICS OF THE CLASS

Under immediate supervision, performs statistical work maintaining databases and generating reports to support investigations into the causes and control of epidemic diseases, and performs related duties as required

ESSENTIAL DUTIES

- Updates and maintains computerized databases using software programs (e.g., SAS) to merge and link epidemiological data from various sources

- Modifies and manipulates macros and computerizes routines that calculate life tables or standardized rates to produce statistical reports using data about different population groups within databases

- Directs data requestor to appropriate sources of data in existing reports and publications or produces special displays to illustrate data as required

- Uses statistical software to create tables, graphs and data summaries for reports on epidemiological investigations

- Locates and organizes data from disparate data sources for inclusion in databases

- Monitors the timely collection of data from department clinics

- Assists in formatting survey questionnaires for the collection of data for epidemiological investigations

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Public Health, Statistics, Mathematics, or a directly related field, plus one year of epidemiological work experience.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computers, scanner)

PHYSICAL REQUIREMENTS

- Ability to operate a personal computer and related equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *statistical computer software packages and applications

Some knowledge of:

- *epidemiological research and analytical practices and procedures
- medical terminology
- human development and disease theory

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making

- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

- MATHEMATICS - Use mathematics to solve problems

- PROGRAMMING – Write computer programs using applicable software and computer languages to facilitate analyses of data

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences

- SPEAK - Communicate information and ideas in speaking so others will understand

- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing

- WRITE - Communicate information and ideas in writing so others will understand

- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem

- REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June, 2009